

**Culbertson PTO Meeting
Minutes
February 7, 2022**

The regular meeting of the Culbertson PTO was called to order at 7:02 p.m.

Meeting Attendees: 10 total, including Mr. Wigo and the PTO Executive Board.

Upcoming Events and Scheduled Fundraisers

- K. Iyama discussed upcoming events and fundraisers.
- Pizza Bingo was tentatively scheduled for March 11th, but this conflicts with the performance of Matilda so an alternative date will be selected (3/25 a possibility). There will be two sessions and the number of students/families will be capped.
- Another MOD Pizza Fundraiser is scheduled for April 21st.
- Teacher Appreciation Week is 5/2 – 5/6. A. Hiltner working on a theme (Beach or Out of this World are two ideas.)

Other Potential Fundraisers

- Shamrock pretzels for St. Patrick's Day from Bernies – K. Conlin mentioned it would be pre-orders like last year for Valentine's Day and that the pretzels will be individually packaged.
- K. Iyama mentioned that Rita's in Broomall reached out about a fundraiser to be held 'on site' at Rita's or a 'buy a quart'. K. Iyama asked about coupon books but hasn't heard back yet. The PTO Exec Board knows a location in Edgemont is opening soon; it is not the same owner as Broomall. The Edgemont location would be good too for a fundraiser if they are looking for early promotion.
- Nothing Bundt Cakes – K. Iyama reached out to A. Massey to see about a Spring Fundraiser – The first fundraiser was a great success. The group discussed having larger bundt cakes and minis (in a pack of 4 for \$20) be available. Timing would like be for the week before Spring Break, since that's before Easter and the Passover holiday overlaps this year with Easter.
- Phillies Fundraising Event – C. DeFrancesco to look up what opportunities there may be for an outside event this Spring.

Spirit Day Ideas

- Mr. Wigo reported that dates for student council meetings have been put together for now until the end of the year, but no Spirit Days have been determined.
- The PTO offered these suggestions for Spirit Days:
 - St. Patrick's Day – 3/17
 - Autism Awareness Day – 4/2
 - Phillies Home Opener – 4/8
 - Earth Day – April 22nd

- A. Hiltner offered the idea of Bubbles for Autism; The PTO would write to Oriental Trading to get wedding-sized bubbles for all students. The students would all go outside on Friday, 4/1 and blow bubbles to signify unity in an inclusive event. The group loved the idea and will confirm if this will occur on 4/1, since 4/2 is a Saturday.
- 100th day of school is 2/10 – The group discussed ideas for celebrating the 100th day of school. Mr. Wigo stated that teachers do a lot of activities on the 100th day of school to celebrate. It may be possible to take a group photo of the students forming a '100' on this date outside.
- Mr. Wigo brought up the idea of a Clean-Up Day at Culbertson around Earth Day where families could come to help clean up school grounds, spread mulch, etc. The group agreed this was a good idea.

Financial Report

- K. Conlin reported that the Vendors were happy with 12/17 event; suggestions for next year are to not have raffle table, have earlier start time and host the event at an earlier date. More than \$700 was generated from vendor table reservations.
- Santa hats and stockings will be saved for next year.
- The group discussed the new IRS regulations re: use of Venmo. K. Conlin emailed the PTO Accountant and it's clear that the PTO needs to more fully understand the requirements. The PTO Venmo account is currently set up as a personal account. The PTO could get a 1099K if there is more than \$600 deemed as goods/services purchases in a given year. The PTO needs to decide whether or not it will accept Venmo moving forward. J. Natale offered to get a second opinion from another Accountant.
- K. Conlin will make sure future Venmo transfers get onto the balance sheet. The remaining money from the 12/17 event and the Bundt cakes was in the Venmo account and has been transferred. It will be visible on the March balance sheet.

Principal's Report

- Mr. Wigo reported that all grade levels are celebrating Black History Month. Grade level bulletin boards and activities are in full swing.
- PSSA Dates for this year will be: April 25-27 (ELA), May 3-4 math, May 5-6 sciences
- The results from last year's PSSAs should be available shortly. The middle school already has them available.
- The promotion ceremony for 5th grade will be June 15th at 9:30 a.m. There will be two sessions for Kindergarten on June 14th.
- For 5th graders – A reception in the gym may be a possibility; details TBD. M. Hartwell and K. Conlin mentioned that a 5th grade packet will be sent out soon. Mr. Wigo can email just the 5th grade parents when the date is ready to be communicated.
- Field Day – back to pre-COVID times is the plan; Field Day will be the Friday before Memorial Day weekend. K. Iyama mentioned the idea of a Kona Ice truck. Field Day t-shirts and who's paying for them was also discussed at length as well as what design could be on the shirt (generic or field day specific). K. Iyama will look at the previous cost of shirts purchased. Others offered ideas for sourcing shirts. C. DeFrancesco will

send Janet R. contact info to K. Iyama. Ampro was also suggested as an option. It was clarified that the Spirit Wear fundraiser was for 5th grade only from the Fall.

Open Discussion

- COVID Contact Letters are being sent out. D. DeFrancesco asked a question about these and the group was informed that the nurses communicate for Mr. Wigo and he has to now send out the generic letter. Contact tracing is no longer in place.
- J. Natale asked about Read for the House – Mr. Wigo states that it will be back next year. Because the Culbertson counselor was out of the building, it was not organized for this year. *Read for the House* usually takes place in February.
- Spring Book Fair in May might happen and it may coincide with the Evening of the Arts.
- C. DeFrancesco brought up the idea for a fundraiser from Mo's. They sell meal kits for \$40ish. People can preorder and then they bring on site. The PTO would receive \$5 a box back. The group discussed potential dates. C. DeFrancesco will ask Mo's for available dates and get back to the PTO Executive Board.
- C. DeFrancesco also mentioned that Bryn Mawr Hospital will do First Aid / CPR Training for larger groups. No decision was made regarding offering this at Culbertson.

The meeting adjourned at 8:18 p.m.